

JCTC Rules and Regulations Book

Joint Classification and Training Committee

Rules, Standards, and Qualification Procedures

Purpose and Authority

The Joint Classification and Training Committee (JCTC) is established to oversee classification, training, qualification, certification, and advancement standards for employees working under the Agreement.

The JCTC exists to ensure that all applicants and employees placed on referral lists meet the required experience, training, skill, productivity, reliability, and safety standards necessary to perform work in their assigned classifications.

The standards in this book are intended to provide structure and consistency in the qualification and advancement process. These rules may be supplemented by additional standards adopted by the JCTC as permitted under the Agreement.

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1. Purpose and Authority

The Joint Classification and Training Committee (JCTC) is established to oversee classification, training, qualification, certification, and advancement standards for employees working under the Agreement.

- The JCTC exists to ensure that all applicants and employees placed on referral lists meet the required experience, training, skill, productivity, reliability, and safety standards necessary to perform work in their assigned classifications
- The standards in this book are intended to provide structure and consistency in the qualification and advancement process. These rules may be supplemented by additional standards adopted by the JCTC as permitted under the Agreement
- This Document covers classifications in Freight, Decorating, Rigging and Audio Visual

2. Committee Structure

The Union and Employer shall establish a Joint Classification and Training Committee (JCTC).

The JCTC shall consist of an equal number of representatives appointed by the Union and the Employer.

The Committee shall have the authority to:

- certify applicants and employees
- approve advancement on referral lists
- qualify employees as specialists
- adopt rules governing required proof of experience
- establish testing procedures
- resolve qualification disputes
- adopt higher or different standards where appropriate

The JCTC shall have final authority in all qualification and certification matters under its jurisdiction.

3. General Classification Standards

The Union shall maintain classifications for employees under the Agreement.

All applicants seeking classification as an Apprentice or Journeyman must:

- submit an application
- provide proof of required experience hours
- satisfy standards adopted by the JCTC
- receive certification by the JCTC
- Employees may also be qualified by the JCTC as specialists and listed as such on the appropriate referral list

4. Apprentice Classification

To qualify as an Apprentice, an applicant must have:

- a minimum of 750 hours of experience in the tradeshow industry
- application to the JCTC
- certification by the JCTC
- Applicants who do not meet Apprentice or Journeyman standards shall be classified as Extras, meaning all other applicants for employment not yet certified into a higher classification

5. Journeyman Classification

To qualify as a Journeyman, an applicant must have:

- a minimum of 1,500 hours of experience in the tradeshow industry
- application to the JCTC
- certification by the JCTC

Within the required 1,500 qualifying hours, the applicant must also complete:

- 200 hours in I&D
- 200 hours with Modular Displays
- with signatory Employers
- Any exception to these requirements must be approved by the JCTC

6. Specialist Classification

Employees may be designated as **Specialists** by the JCTC and listed as such on the appropriate referral list.

- A Specialist is personnel certified by the JCTC as having reached a level of proficiency in:
 - training
 - productivity
 - reliability
 - advanced or special skills
 - required for the completion of assigned duties
- Specialist certifications shall be reviewed and certified annually by the JCTC

7. Certification and Advancement Procedures

The JCTC shall certify and approve the advancement of all employees on the referral lists.

- Each applicant for Apprentice or Journeyman classification shall be required to prove all required hours of experience to the satisfaction of the JCTC, pursuant to rules adopted by the Committee.
- The JCTC shall certify all new specialists annually.

The Committee may require documentation:

- records
- work history
- employer verification

or other proof it finds necessary to verify qualifications and experience hours.

8. Testing and Dispute Resolution

In the event of a dispute regarding an applicant's or employee's qualifications, experience, advancement, or certification status, the JCTC may require that the individual take and pass a test.

Any such test shall be:

- developed by the JCTC,
- administered by the JCTC
- used as a qualification tool when needed to resolve disputes

The JCTC shall have final authority in all such cases.

9. Rigging Classification Rules

The Union must provide the Employer with proof of qualifications for employees hired outside of the rigger certification list and the Union's referral list when those employees are to function as riggers.

- This proof of qualification shall demonstrate that the employee is capable of safely and competently performing rigging duties in accordance with applicable standards and referral procedures.
- Where employees are hired outside of the certified rigger list and outside of the Union referral list to function as riggers, the Union must provide the Employer with proof of those employees' qualifications

- Such proof shall be sufficient to establish that the individual is qualified to perform the assigned rigging work safely and professionally

10. Applying for Rigging Apprenticeship Program (Adopted 2025 JCTC meeting)

Accepted documentation for advancement to the Alternate Rigging List shall consist of proof that the applicant is currently classified as an Apprentice on the Decorating List, together with a completed application for acceptance to the Alternate Rigging List. All such documentation shall be subject to review and approval by the JCTC.

- Once eligible, they shall be placed on the Rigging Alternate List.
- After completing 200 hours of qualifying rigging experience, they may apply for advancement to full Rigging Apprentice status
- subject to JCTC review and approval

10.1 Rigging Apprentice Training Requirement (Adopted December 2025 JCTC meeting)

All Rigging Apprentices and individuals on the Alternate Rigging List must successfully complete an **Introductory Rigging Course** as required by the JCTC. To satisfy this requirement, each individual must attend **one (1)** training session offered by the JCTC during a cycle of **four (4) scheduled opportunities**. Any Rigging Apprentice or Alternate Rigger who fails to attend one of the four offered training dates shall be subject to removal from the **Rigging Apprentice List** and/or **Alternate Rigging List**, unless otherwise excused or approved by the JCTC. Trainees will receive 25 credit hours for their participation.

****Alternate list can not be used unless the specialist and apprentice list has been exhausted.**

11. Amendments and Higher Standards

The Agreement establishes minimum criteria only.

Nothing in these Rules and Regulations shall prevent the JCTC from establishing

- higher standards
- different standards
- additional qualification procedures
- certification requirements
- testing requirements
- training benchmarks

when such standards are deemed necessary by the Committee.

Any such standards adopted by the JCTC shall be incorporated by reference into these Rules and Regulations

12. Freight Department Classifications & Rules for advancement

-Ground Loader

General labor to include new hires or entry level personnel utilized in the movement of freight and materials. Ground loaders will train and assist in checker duties. Ground loaders will have the opportunity to advance to Checker status after 250 hours of service and successful completion of the checker training course.

-Checker

Personnel certified by the JCTC as responsible for the accountability of all freight, including damage notations, piece count variance, type of load classification, proper dispatch of freight to the booth, and completion of all

Employer's and the driver's paperwork and booth checks. Duties also include assisting forklift operators and the assisting in the movement of freight utilizing dollies, floats, and other material handling equipment. Upon assignment and in the event the Company deems it necessary, checkers will perform ground loader work (if qualified), with the understanding that the accountability for checkers performing such ground loader work will be that of ground loaders.

-Forklift Operator 1

A Forklift Operator 1 is an operator certified by the JCTC as trained, evaluated, competent, and skilled to operate a powered industrial truck properly and safely.

The operator must also be certified through a Company-mandated training program and be able to complete booth work, including:

- offloading
- handling
- spotting machinery

with assistance from checkers and/or riggers when needed.

When assigned and deemed necessary by the Company, a Forklift Operator 1 may perform checker and/or ground loader work if qualified. Accountability shall remain with the task being performed.

-Forklift Operator 2

A Forklift Operator 2 is an operator certified by the JCTC with:

- a minimum of **1,000 forklift hours**
- training
- evaluation

- demonstrated competence
- skill to operate a powered industrial truck properly and safely

The operator must also be certified through a Company-mandated training program and be able to complete booth work, including:

- raising headers
- offloading
- handling
- spotting machinery

with assistance from checkers and/or riggers when needed.

When assigned and deemed necessary by the Company, a Forklift Operator 2 may perform checker and/or ground loader work if qualified. Accountability shall remain with the task being performed.

-Specialist

A Specialist in Freight is personnel certified by the JCTC as having reached a level of proficiency in training, productivity, and reliability requiring advanced or special skills for the completion of assigned duties.

-Freight Rigger

A Freight Rigger is a skilled tradesman advanced by the JCTC as knowledgeable and proficient in the safe and professional handling of machinery, including:

- offloading
- transporting
- spotting
- lifting
- alignment

- pick point placement
- weight distribution
- reloading
- crane placement
- signaling

A Freight Rigger must also be proficient in the operation of forklifts exceeding 5,000 pounds, including larger equipment such as 30,000-pound forklifts and Versa lifts.

The position requires expertise in moving large machinery using:

- straps
- slings
- cables
- machine dollies

When assigned and when deemed necessary by the Company, Freight Riggers may also perform forklift operator, checker, and/or ground loader work if qualified. In those cases, accountability shall be that of the task being performed.

13. Disqualification and Reapplication

- Absent agreement, the JCTC shall not qualify any applicant who was discharged by the Employer prior to or during the term of the Agreement
- However, after three years from the date of discharge, that individual shall be entitled to apply again as any other new applicant
- Reapplication does not guarantee acceptance, certification, or placement, but restores the right to apply under normal procedures

2.03 The Union shall maintain the following classifications:

Journeyman: A minimum of 1500 hours of experience in the tradeshow industry and application to and certification by the Joint Classification and Training Committee (JCTC). Within the 1500 qualifying Journeyman hours, an Apprentice must work 200 hours in I&D and 200 hours with Modular Displays with signatory Employers. All exceptions must be approved by the JCTC.

Apprentice: A minimum of 750 hours of experience in the tradeshow industry and application to and certification by the Joint Classification and Training Committee (JCTC).

Extras: All other applicants for employment.

2.31 Each applicant for Journeyman or Apprentice under this Agreement shall be required to prove all required hours of experience to the satisfaction of the Joint Classification and Training Committee pursuant to rules adopted by the Committee.

2.32 Employees may be qualified as "specialists" by the Joint Classification and Training Committee and listed as such on each referral list.

2.33 It is agreed that this Agreement establishes minimum criteria, and nothing contained in this Agreement shall prevent the Joint Classification and Training Committee from establishing higher or different standards at which time such standards shall be incorporated by reference into this Agreement.

2.07 The Union and Employer shall establish a Joint Classification and Training Committee (JCTC). The JCTC shall consist of an equal number of representatives appointed by the Union and the Employer.

2.71 The JCTC shall certify all new specialists annually and shall certify and approve the advancement of all employees on the referral lists. In case of dispute, the applicant or employee may be required to take and pass a test, such test to be developed and administered by the JCTC. The JCTC shall have final authority in all cases.

2.72 Absent agreement, the Joint Classification and Training committee shall not qualify any applicant who was discharged by the Employer prior to or during the term of this Agreement; provided, however, that after three years from the date of such discharge, the discharged individual shall be entitled to apply as any other new applicant.

17.33 The Union must provide the Employer with proof of qualifications to function as a rigger for employees hired outside of the rigger certification list and the Union's referral list.

JCTC adopted rule for alternate rigging appointments: All rigging apprentice applicants must first be added to rigging alternate list, and after gaining 200 hours of experience, will become eligible to apply to become a full rigging apprentice.

Freight:

16.03 The following job classifications shall apply: Specialist - Personnel certified by the JCTC as having reached a level of proficiency in training, productivity, and reliability which requires the use of advanced or special skills for the completion of an assigned duty.

Freight Rigger - Skilled tradesmen advanced by the JCTC as knowledgeable and proficient in the safe and professional handling of machinery to include offloading, transporting, spotting, lifting, alignment, pick point placement, weight distribution, reloading, crane placement and signaling. Also proficient in the operation of forklifts exceeding 5,000 lbs. including operation of larger equipment such as 30,000 lb. forklifts and versa lifts. Position requires expertise and knowledge in the field of moving large machinery with the use of straps, slings, cables, and machine dollies. Upon assignment and in the event the company deems it necessary, Riggers will perform forklift operator, checker and/or ground loader work (if qualified), with the understanding that the accountability for riggers performing such forklift operator, checker and/or ground loader work will be that of the respective task being performed by the rigger.

Forklift Operator 2 - Operators certified by the JCTC with a minimum of 1,000 forklift hours as trained, evaluated, competent and skilled to operate a powered industrial truck properly and safely. Operators must be certified through a Company mandated training program and have the ability to complete booth work including raising headers, offloading, handling and spotting of machinery with the assistance of checkers and/or riggers when needed. Upon assignment and in the event the Company deems it necessary, forklift operators will perform checker and/or ground loader work (if qualified), with the understanding that the accountability for forklift operators performing such checker and/or ground loader work will be that of the respective task being performed by the forklift operators.

Forklift Operator 1- Operators certified by the JCTC as trained, evaluated, competent and skilled to operate a powered industrial truck properly and safely. Operators must be certified through a Company mandated training program and have the ability to complete booth work, offloading, handling and spotting of machinery with the assistance of checkers

and/or riggers when needed. Upon assignment and in the event the Company deems it necessary, forklift operators will perform checker and/or ground loader work (if qualified), with the understanding that the accountability for forklift operators performing such checker and/or ground loader work will be that of the respective task being performed by the forklift operators.

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